

TENTATIVE – AT A GLANCE DATES

What are “Operational Dates”?

Operational dates are dates that define when our communities are open and closed, as well as the level of coverage needed to provide sufficient desk staffing and On-Call coverage. Please enter these dates on your calendar **now**. You are expected to follow these dates **and** communicate with your supervisor regarding arrival and departure from your community. You should not make travel plans, book plane tickets, or commit to other obligations without first speaking with and receiving supervisor approval.

For your convenience, we have also included all pre-arrival/training dates (August and January), as well as dates for mandatory staff development. Details for all required training and development will be shared as soon as possible.

Other required dates for the RA position (for instance, departmental expectations to assist with RA interviews, etc.) and additional dates pertaining to your position will be provided as available.

In 2021-22 there will be a universal weekly staff meeting. Participating in assigned meetings, trainings, and workshops are critical to RA success. RA staff meetings will occur weekly on Thursdays from 7:00pm-9:00pm. RAs are expected to maintain availability to attend meetings 7:00pm-9:00pm on Thursdays as instructed. Please plan your academics around being available for this time, weekly.

Please note that this is a draft document to help you make informed decisions about your application. A more detailed document will be distributed in the Spring semester.

<i>Staff Training</i>		
July 24	Sa	RA Employment Start Date: Every Resident Assistant is required to complete e-training after the start of employment, to be completed before July 31 . Modules and other materials will be accessible in Canvas and can be completed on-campus or remotely.
July 29	Th	CDA Move-In: CDAs are encouraged to move in Thurs. July 29, 8 a.m. to Noon . (Arrivals prior to this date must receive special approval and be coordinated with a supervisor.)
July 30	F	RA Move-In: RAs are encouraged to move in Fri. July 30, 8 a.m. to Noon . (Arrivals prior to this date must receive special approval and be coordinated with a supervisor.)
July 30	F	CDA Training begins: Be prepared to start training by 7 a.m.
July 31	Sa	RA Training (RAO) begins: Be prepared to start training by 7 a.m.
<i>Move-In 2021</i>		
Aug. 8 - 14	Su - Sa	Desks are open from 7:30 a.m.–7:30 p.m. for early arrival check-in and move-in . RAs work MOVE-IN desk hours, as scheduled, for Move-in responsibilities. <i>Please be prepared, if needed, to open 30 minutes prior to posted time on main move-in days.</i> Presence in communities is expected; any time away should be discussed with supervisor(s) in advance. See Time Away Policies (for Resident Assistants) .
Aug. 8	Su	Housing Summer Programs desk staffing ends at 7:30 p.m. First RA on-call night begins at 7:30 p.m.
Aug. 10 - 15	Tu	MOVE-IN
Aug. 15 - 17	Su - Tu	RAs assist with Kick-Off Clemson per established expectations.
Aug. 18	M	Regular desk schedule begins.
<i>Fall Semester 2021</i>		
Aug. 16	M	Tentative classes begin at Tri-County.
Aug. 18	W	Classes begin at Clemson.
Aug. 19	Th	First Weekly Universal Staff Meeting, 7:00pm-9:00pm
Aug. 20 - 22	F-Su	Presence in communities is expected; any time away should be discussed with supervisor(s) in advance. See Time Away Policies (for Resident Assistants) .

Aug. 23	M	Resident Assistants who have been approved for additional employment should not begin working those hours until this date. (Hours prior to this will need to be designated for staff training, Move-In, and first week of class responsibilities.) <i>Please refer to the RA position description and employment agreement for information regarding seeking additional employment.</i>
TBD	Th - F	Mandatory Staff Development , details and times TBA.
Football Game Weekends		RAs will be needed to assist in desk coverage (Mickel and DesChamps) during home football games. Home games are yet to be scheduled. The desks will typically be open 4 hours before the game to 4 hours after the game, but this schedule may vary, based on kickoff time. All RAs with hours available may sign up to work, on a first-come, first-served basis. If hours are unfilled, RAs from the Gressette & Mickel or Cribb & DesChamps communities will be responsible for filling the remaining hours.
Oct. 11 - 12	M - Tu	Fall Break: Desks closed; Break on-call; RA on-call sign posted for assistance.
TBD	Th - F	Mandatory Staff Development , details and times TBA.
Nov. 24 - 27	W - Sa	Thanksgiving Break: Desks closed; Break on-call; RA on-call sign posted for assistance.
Nov. 27	Sa	Clemson Football vs. University of South Carolina (Away Game).
Dec. 10 - 11	F - Sa	Staff must be present to assist with closing responsibilities; staff may not depart until released by supervisor after completing all closing responsibilities.
Dec. 11	Sa	University Housing closes at 5 p.m. to all residents except graduating seniors and those participating in graduation. <ul style="list-style-type: none"> Regular RA on-call ends in traditional residential communities (first year and suites areas).
Dec. 12	Su	RAs in communities that are closed for Winter Break are free to leave after all closing tasks are completed and they have officially checked out with their supervisor; apartment staff will be required to remain for assistance with graduation closing.
Dec. 16	Th	Graduation
Dec. 17	F	University Housing closes for graduating seniors at 10 a.m. <ul style="list-style-type: none"> RAs assisting with graduation closing tasks are free to leave after all closing tasks are completed and they have officially checked out with their supervisor. Break on-call** will be available for RAs in apartments by volunteer for extra pay.

January Move-In 2022

Jan. 7 - 8	F - Sa	Communities must be at half-staff Fri., Jan. 7 by Noon . All RAs must be in communities by Sat., Jan. 8 ; confirm arrival time with supervisor.
Jan. 9	Su	University Housing opens at 8 a.m. RAs work MOVE-IN, desk hours from 7:30 a.m.-7:30 p.m. , as scheduled, for Move-In responsibilities.
Jan. 10	M	Regular desk schedules resume. Desks are open Mon. - Fri: 7:30 a.m.-7:30 p.m.

Staff Training

Jan. 9	Su	RA Training , details and times TBA.
Jan. 10 - 11	M - Tu	Mandatory Staff Development , details and times TBA, Resident Assistant Leadership Institute (RALI).

Spring Semester 2022

Jan. 10	M	Classes begin at Tri-County.
Jan. 12	W	Classes begin at Clemson.
Jan. 15 - 17	F - Su	Presence in communities is expected; any time away should be discussed with supervisor(s) in advance. See Time Away Policies (for Resident Assistants) .
Jan. 18	M	MLK Day: Desks are closed.
TBD	Th - F	Mandatory Staff Development , details and times TBA.
TBD		RA Kick Off (2022-2023 staff), non-returners cover on-call. Details and time TBA

March 21 - 25	M - F	Spring Break: Desks closed; Break on-call; RA on-call sign posted for assistance.
TBD	Th - F	Mandatory Staff Development , details and times TBA.
May 6 - May 8	F - Su	Staff must be present to assist with closing responsibilities. Any time away should be discussed with supervisor(s) in advance. See Time Away Policies (for Resident Assistants) .
May 10	Tu	CLOSING/CHECK OUT - University Housing closes at 10 a.m. to all residents except graduating seniors or approved late stays. RAs in traditional and suites areas are free to leave after all closing tasks are completed and they have officially checked out with their supervisor; apartment RAs will be asked to remain for assistance with graduation closing. <i>(Please refer to your employment agreement; apartment contracts do not end until 5/13/22.)</i>
May 12 - 13	Th/F	Commencement
May 14	Sa	CLOSING/CHECK OUT - University Housing closes at 10 a.m. (all residents). Students attending the first summer session(s) and currently living in University Housing must move into assigned space by noon . RAs in apartment areas are free to leave after all closing tasks are completed and they have officially checked out with their supervisor.

Mandatory Staff Developments

Throughout the academic year there will be five (5) mandatory staff development experiences: two (2) in the Fall, one (1) will be Development Summit, January 10-11, and two (2) in the Spring. These dates have yet to be finalized.

Time Away Policies (for Resident Assistants)

An essential part of the Resident Assistant role is maintaining an active presence in your community. Active presence is defined as a Resident Assistant spending physical time within their residential community that accommodates and recognizes the differing schedules of their residents. Active presence is more than a RA being available in their room behind a closed door or available via virtual communication. RAs are expected to make an effort to connect with residents by knocking on doors, sitting in the lounge/common space, and having an open door for residents to stop by. Furthermore, Resident Assistants are expected to maintain an active presence throughout the week by selecting various weekdays and weekends to allow for all schedule types to be accommodated for.

As a result of prioritizing the experience Resident Assistants create for their residents and to meet the departmental standard of 50% of RA staff being present in community at all times, there is a departmental time away policy for all Resident Assistants to abide by when they will be sleeping out of their assigned community and unable to act in official RA capacity. Time away for Resident Assistants is approved by the leadership team through the community specific Google Form provided by the leadership team. The leadership team will review the time away request submissions and email the Resident Assistant back if their time away is approved. RAs **must** have approval before leaving for time away and time away requests will be submitted on a first come, first serve basis. When Resident Assistants wait until the last minute to submit time away requests it puts the community in jeopardy of achieving the half-staff requirement. It is expected Resident Assistants plan ahead to submit time away forms far enough in advance for a member of their leadership team to approve them (i.e. if all leadership team members are out of office on Friday, do not submit a time away request for Saturday on Friday). If the time away system is abused, an RA may be addressed through the RA Accountability Model.

If a Resident Assistant has a significant academic commitment outside of the Resident Assistant role (co-oping, nursing clinicals, etc.), time away expectations are altered as a result of their Additional Time Commitments conversation with the leadership team.

Break On-Call Policies

Break On-Call days are **24-hour periods** that begin at **7:30 p.m.** on the day assigned and end at **7:30 p.m.** on the following day. Regular RA On-Call resumes at **7:30 p.m.** on the final day of a break period.

Additional Desk Staffing

Additional Desk Staffing may be required at peak event times. Dates and schedule will be based on event details.